

Custodial, Labor and Trades Branch
Skilled Trades Group
Automotive Maintenance Series

AUTOMOTIVE TECHNICIAN I

07/03 (AIS)

General Purpose

Under general supervision, perform standard skilled work to repair and maintain gasoline, diesel, and alternative fuel powered automotive and other mechanical equipment, as assigned.

Typical Duties

Repair and recondition mechanical equipment, including automobiles, motorcycles, trucks, buses, tractors, construction and heavy equipment, air compressors, lawn mowers and other equipment. Involves: Perform such tasks as face, grind and seat valves, set tappets and rods, replace or repair main or connect rod bearings, inspect and repair or replace transmissions, universal joints, differentials, distributors, coils, generators, alternators, lights and batteries. Repair shock absorbers. Adjust clutches. Reline brakes. Tune-up engines. Maintain record of time and materials used on each piece of equipment. Comply with safety practices. Perform state vehicle inspections as assigned.

Perform related incidental duties contributing to realization of unit or team objectives as required. Involves: Substitute for supervisor or coworkers during temporary absences, as qualified, by performing specific duties sufficient to maintain continuity of ordinary operations, if delegated. Provide designated support for projects or activities as instructed. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Maintain tools, equipment, materials and supplies, and keep work area orderly, safe and clean.

Knowledge, Abilities and Skills

- Good knowledge of automotive and related equipment repair and maintenance principles and techniques.
- Good knowledge of trade occupational hazards and safety practices.
- Some knowledge of diesel, gas and alternative fueled engines operating principles and mechanics.
- Some knowledge of computer controlled engines and equipment.
- Some knowledge of automotive air conditioning service and repair.
- Some knowledge of hydraulics theory.
- Ability to read and understand maintenance manuals.
- Ability to operate diagnostic equipment.
- Ability to follow oral and written instructions.
- Ability to detect and identify mechanical problems.
- Ability to establish and maintain effective working relationships with fellow employees.
- Ability to maintain repair and time records.
- Skill in safe operation and care of motor vehicles or mobile construction equipment.
- Skill in safe operation and care of trade tools and equipment.

Other Job Characteristics

- Frequent lifting and carrying of moderate weight objects (up to 50 pounds).
- Frequent climbing, standing, walking, kneeling, stooping and bending.
- Occasional test driving within repair yard or through City traffic.

Minimum Qualifications

Education and Experience: Equivalent to a high school diploma or General Education Development (GED) plus two (2) years automotive equipment repair experience.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state. Some positions may require a Texas Class "B" Commercial Driver's License or equivalent from another state. Some positions may require certification of competency as a Technician of Alternative fuels issued by the LP gas division of the Texas Railroad Commission within one (1) year of appointment.

Special Requirements:

- If appointed to department which does not provide tools of the trade, a tool allowance will be provided. A list of minimum departmental tool requirement is on file in the Human Resources Department.
- May be subject to call during non-working hours.
- Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares,[or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulations, which include pre-employment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Human Resources Director

Department Head

Department Head

Department Head

Department Head

Department Head

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